



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

**ACCOMPLISHMENT REPORT
CY- 2021**

Amidst the Pandemic the Provincial Human Resource Management Office being one of the frontline office we take into consideration the well being and safety of our clients as our top priority, As we closely monitor the evolving impact we are implementing ongoing measures to ensure the health and safety of our staff, while also maintaining the highest level of service to our clients.

The PHRMO serves as a clearing house of information on personnel management application policies. It provides assistance in developing and implementing programs relative to recruitment, placement and takes all personnel actions in accordance with the constitutional provision of the CSC, pertinent laws, rules and regulations including policies, guidelines and standards that the CSC may establish and/or provide.

Existing positions filled up in the plantilla of Personnel Schedule were **One Thousand Three Hundred Eight Four (1,384)**, this includes the Seven (7) Hospitals of the province, **One Hundred Twelve (112)** of them are Newly hired and **One Hundred Fourteen (114)** of them are Promotion and Re-Appointment. Aside from this regular employees, we have also employed **One Thousand Seven Hundred Ninety (1,790)** Contractual Workers in order to deliver the best service to our Isabelenos,

Consonance to the hiring and promotion, the HRMO being a member of Human Resource Merit Promotion and Selection Board (HRMPSB), has successfully interviewed and hired qualified applicants who met the required qualification and promote employees who excel and has showned exemplary in the performance of their duties and responsibilities.

HR IN ACTION

INITIAL INTERVIEW OF APPLICANTS



SCREENING OF NEW APPLICANTS AND EMPLOYEES FOR PROMOTION.



APPOINTMENT SIGNING



ORIENTATION OF NEWLY APPOINTED EMPLOYEES





ISSUANCE OF ATTESTED APPOINTMENT



Daily routine of activities of the HR Office includes receiving and recording of application of vacation and sick leave of absence, preparation of service records, issuances of certificate of leave of absence without pay and certification of employment.

Rule XVI Sec. 22 of EO 292, monetization of leave credits to interested provincial government officials and employees has been implemented not only for 15 days as allowed and prescribed under the law but it does not limit provided however reasons as stated in their request is justified. Aware of the fact that some, if not most employees of the provincial government are requiring difficulties in so far as providing for their various personnel needs, a short term but a helpful solution. As per records on file the number of employees by office who availed the program is **Two Hundred Eighty Eight (288)** employees and it's still continuing as of todate.

For regular retirees, resigned, transferred, appointment expired, term expired and deceased, necessary assistance has been provided to expedite processes of their claims due them.

Further, the PHRM Office was also responsible in officials and employees entitlement to a Loyalty Incentives and Length of Service Incentive (step increment), to wit;

Summary	Prepared/Processed
APPOINTMENTS (Regular)	226
CONTRACTS OF SERVICES (JOs)	1,790
TERMINAL LEAVE (Retirees)	83
MONETIZATION (Regular)	288
EMPLOYEES WITH LOYALTY PAY	95
CERTIFICATIONS ISSUED	256
FILED LEAVE (VACATION/SICK LEAVE)	2,094
EMPLOYEES WITH STEP INCREMENT	343

In partnership with the Department of Labor and Employment, the Provincial Government of Isabela (PGI) through the Human Resource Management Office (HRMO) has assisted in the implementation of DOLE programs of which 932 were hired as a beneficiary of the Government Internship Program (GIP) for a maximum of one (1) year. This aims to provide opportunities and engage young workers to demonstrate their talents and skills in the field of public service. Thus, contributing to the goal of inclusive growth through massive employment generation and substantial poverty reduction.

In addition, is the DOLE's youth employment-bridging program, the Special Program for the Employment of Students (SPES) which aims to provide temporary employment to 102 poor but deserving students during summer vacation or any time of the year to augment the family's income to help ensure that beneficiaries are able to pursue their education.

Submitted by:

(SGD.) JANETTE A. CASTILLEJO
 OIC-Provincial Human Resource Management Officer